



NOTIFICATION OF SURPLUS STATE - OWNED PROPERTY

State Form 13812 (R2 / 2-97)

Date

Original Acquisition Cost Was:

☐ Over \$2500. ☐ Less Than \$2500.

DEPARTMENT OF ADMINISTRATION
Operations Div. / Surplus Property
6400 E. 30th St.
Indianapolis, IN 46219

- INSTRUCTIONS:**
1. Since this form contains 4 copies, type as much information as possible; for the remainder, print legibly and print firmly.
 2. The agency completing this form is prohibited from disposing of surplus property without authorization from D.O.A.
 3. After authorization is given by Surplus Property Section, disposition agent must make changes to inventory.
 4. If surplus computer equipment, use State Form 47055, "NOTICE OF STATE OWNED SURPLUS COMPUTERS".

Name of Notifying State Agency	Division	Name of Disposition Agent
Address of State Agency (Number and Street, City, ZIP code)	Account Number	Telephone Number ()

The following items of state owned property have been determined to be surplus to agency needs:					VALUE
QUANTITY	DESCRIPTION AND CONDITION OF ITEM(S) (List Make, Model, Year, I.D. or Serial No. For Motor Vehicles, See Note* Below.)	SPECIFIC LOCATION OF ITEM(S) LISTED	FUND FROM WHICH ORIGINAL PURCHASE MADE	DISPOSITION REQUESTED	ESTIMATE FROM DISPOSITION AGENT
UNIT			ORIGINAL ACQUISITION COST		INSPECTED
	<input type="checkbox"/> Usable (Estimate value in last Column) <input type="checkbox"/> Non-Usable		\$	<input type="checkbox"/> Sell <input type="checkbox"/> Trade <input type="checkbox"/> Transfer <input type="checkbox"/>	\$
	<input type="checkbox"/> Usable (Estimate value in last Column) <input type="checkbox"/> Non-Usable		\$	<input type="checkbox"/> Sell <input type="checkbox"/> Trade <input type="checkbox"/> Transfer <input type="checkbox"/>	\$
	<input type="checkbox"/> Usable (Estimate value in last Column) <input type="checkbox"/> Non-Usable		\$	<input type="checkbox"/> Sell <input type="checkbox"/> Trade <input type="checkbox"/> Transfer <input type="checkbox"/>	\$
	<input type="checkbox"/> Usable (Estimate value in last Column) <input type="checkbox"/> Non-Usable		\$	<input type="checkbox"/> Sell <input type="checkbox"/> Trade <input type="checkbox"/> Transfer <input type="checkbox"/>	\$
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	<input type="checkbox"/> Usable (Estimate value in last Column) <input type="checkbox"/> Non-Usable		\$	<input type="checkbox"/> Sell <input type="checkbox"/> Trade <input type="checkbox"/> Transfer <input type="checkbox"/>	\$
	<input type="checkbox"/> Usable (Estimate value in last Column) <input type="checkbox"/> Non-Usable		\$	<input type="checkbox"/> Sell <input type="checkbox"/> Trade <input type="checkbox"/> Transfer <input type="checkbox"/>	\$
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	<input type="checkbox"/> Usable (Estimate value in last Column) <input type="checkbox"/> Non-Usable		\$	<input type="checkbox"/> Sell <input type="checkbox"/> Trade <input type="checkbox"/> Transfer <input type="checkbox"/>	\$
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	<input type="checkbox"/> Usable (Estimate value in last Column) <input type="checkbox"/> Non-Usable		\$	<input type="checkbox"/> Sell <input type="checkbox"/> Trade <input type="checkbox"/> Transfer <input type="checkbox"/>	\$
	<input type="checkbox"/> Usable (Estimate value in last Column) <input type="checkbox"/> Non-Usable		\$	<input type="checkbox"/> Sell <input type="checkbox"/> Trade <input type="checkbox"/> Transfer <input type="checkbox"/>	\$
	<input type="checkbox"/> Usable (Estimate value in last Column) <input type="checkbox"/> Non-Usable		\$	<input type="checkbox"/> Sell <input type="checkbox"/> Trade <input type="checkbox"/> Transfer <input type="checkbox"/>	\$
	<input type="checkbox"/> Usable (Estimate value in last Column) <input type="checkbox"/> Non-Usable		\$	<input type="checkbox"/> Sell <input type="checkbox"/> Trade <input type="checkbox"/> Transfer <input type="checkbox"/>	\$

* For Motor Vehicles, include Vehicle Identification Number (VIN), Commission Number, Mileage, and condition (POOR, AVERAGE OR GOOD)

I hereby affirm that the above - listed state surplus property is as described and has not been disposed of by this agency without proper authorization from the Department of Administration.	
Signature of Disposition Agent	Date Signed

DISTRIBUTION OF COPIES	
White:	Department of Administration (Surplus Prop. / Oper. Div.)
Yellow:	Department of Administration (Procurement Division)
Pink:	Disposition Agent File
Goldenrod:	Receiving Agency (for transfer only)

DO NOT WRITE HERE - FOR STATE SURPLUS	
APPROVED (Make necessary changes to inventory record)	
From	
To	
Signature of Approval	Date signed